

**VACANCY OF ASSISTANT DIRECTOR OF TEA DEVELOPMENT TO BE
FILLED UP BY DIRECT RECRUITMENT**

Twelve Posts (tentative) of Assistant Director of Tea Development under Group-A in the Pay Band-3 Rs.15600-39100/- plus Grade Pay of Rs.5400/- are required to be filled up on direct recruitment in Tea Board (under Ministry of Commerce & Industry, Department of Commerce. Govt. of India), 14, B.T.M Sarani, Kolkata-700001 from among the eligible persons under following conditions:-

1	The Educational qualifications for the post: Degree of a recognised university. Experience: About 4 to 5 year's experience of tea culture and manufacture in all its aspects. Desirable: A Diploma or Degree in Agriculture. Educational qualifications may be relaxed in the case of otherwise exceptionally suitable candidate. Age Limit : Not exceeding 45 years as on 20.07.2013 . Relaxable for reserved categories as per relevant Govt. orders.
2	Appointment to be made through written test and interview
3	Places of posting: Anywhere in India as per requirement of the Tea Board.
4	Candidate working in any Govt. organisation can submit application directly. However, the original application should be submitted through proper channel and the cadre controlling authority should send CR dossier for last 05 (five) years, vigilance clearance certificate and cadre clearance certificate along with the application. The cadre controlling authority should forward only those applications in which the candidates can be spared in the event of selection and will not be allowed to withdraw their candidature later.
5	Candidates fulfilling the above conditions can only apply along with copies of the following documents in the prescribed format as appended below (ANNEXURE-A). Applications received after due date for whatsoever reason or incomplete unsigned application will not be considered.
6	Last date of submission of application is 20.07.2013 and the post applied for must be written on the envelope clearly.
7	Reservation shall be as per Government of India Rules-SC-1, OBC-3 and UR-8.
8	Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of High Court of Calcutta only.

Documents to be enclosed with the application

1. Copies of educational qualification, experience and date of birth.
2. Two recent passport size photos- one to be signed and pasted on the top right hand corner of the application. The second to be enclosed separately in a small envelope;
3. One self-addressed envelope of size 23X10 cm affixed with postal stamp of value Rs.25/-
4. Copies of relevant certificates must be attached including that of caste.
5. One Indian Postal Order or Bank Draft for Rs.100/- drawn in favour of Tea Board, payable at Kolkata towards application fee. SC/ST/PH/Ex-SVM candidates are exempted from payment of application fee. Relevant certificate must be attached.

Method of Selection:

All eligible candidates are to sit for written test to be held in the month of August/September, 2013. The candidates successfully clearing the written test as per norms fixed by the Board will have to appear for personal interview on the dates which will be communicated by email to the e-mail id provided by them in the application form.

Conditions:

- (a) The candidates applying should ensure that they fulfill all eligibility criteria. Their admission to the stage of selection process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement.
- (b) Pre-requisites are minimums and mere possession of the same does not entitle the candidate to be called for the selection process.
- (c) If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if engaged on direct recruitment shall be liable for dismissal without any notice or assigning any reasons whatsoever.
- (d) The decision of the Tea Board in all matters relating to selection shall be final and no individual correspondence will be entertained.
- (e) The Tea Board reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Tea Board will not be notified or intimated to the candidates individually.
- (f) Employees working in Government/Semi-Government Undertaking will have to send their application through "Proper Channel". However, they may send an advance copy so as to reach Tea Board before the due date. At the time of interview they have to produce such No Objection Certificate from their organizations/employers in original.
- (g) The application must be submitted in the Proforma prescribed herein in the same order preferably typewritten on foolscap paper.

- (h) Date of Birth as per Secondary School Certificate (SSC) and age as on 20.07.2013 should be mentioned.
- (i) A candidate should submit only one application. Submission of more than one application may lead to rejection of all the applications submitted. Mere submission of the application does not confer any right on the applicant to be called for personal interview.
- (j) Incomplete/unsigned applications/photographs received and those received after the last date for submission of application will be summarily rejected without any communication to the candidate.
- (k) No TA/DA will be paid to any candidate for appearing in the written test/interview.
- (l) Candidates canvassing in any form will be disqualified.
- (m) Candidates working in Government/Semi-Government Undertaking are required to submit their upto date CR dossier for last five years along with Vigilance/Disciplinary clearance certificate, in sealed cover, with the application.
- (n) Applications should be submitted in envelope addressed to the **Secretary, Tea Board, 14, B.T.M. Sarani (Brabourne Road), Kolkata- 700 001** and the envelop should be superscribed as "Application for the Post of Assistant Director of Tea Development".
- (o) The number of post may vary subject to requirement of the Board.

**APPLICATION FORM FOR THE POST OF ASSISTANT DIRECTOR
OF TEA DEVELOPMENT**

The Secretary Tea Board 14 BTM Sarani, Kolkata 700001	Affix recent passport size photo duly signed
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1. Name in Full (in block letters): _____

2. Name of Father/Husband : _____

3.	Date of Birth	Date	Month	Year

4.	Age as on 20.07.2013	Years	Months	Days

5. Sex (Tick • appropriate box)

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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6. Mailing Address for communication with Pin code:

_____PIN_____

Phone/ Mobile No. _____ E-mail ID _____

7. Whether belong to (Tick • appropriate box and submit copies of relevant certificates)

GEN	SC	ST	OBC	PH with % of disability (physically challenged)	Ex-Servicemen (Army/Navy/Air Force)

7. a. If Ex-Serviceman provide length of service

Years.....Months.....Days.....

8. Qualification:

Examination Passed	Year of Passing	Board/University	% of marks obtained

9. Experience:

Sl.No	Name of Employer	Designation	Length of service	Reasons for leaving

10. Do you possess the relevant experience for the post:

(Write Yes or No)

Declaration:

I do hereby declare that the above particulars are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or my ineligibility having been detected at any time before or after selection and posting, my candidature is liable to be rejected/dismissed forthwith. I shall be bound by the decision of the competent authority of Tea Board.

FULL SIGNATURE OF THE CANDIDATE :

Dated: _____ Place: _____